A+

®

USER'S MANUAL

PUBLISHED BY AMERICAN EDUCATIONAL COMPUTER, INC.

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INTRODUCTION

Welcome to American Educational Computer's A+ Series! These exciting programs will allow you to use your computer as a powerful new tool to improve your knowledge and build your academic skills.

350 Questions

Each A+ program contains 350 questions, all based on the standard curriculum as taught in schools, organized into 35 topical lessons of 10 questions each. These questions are presented in either multiple choice or fill-in-the-blank format and have been developed and tested by classroom teachers.

Learn by Doing

The programs are based on an old adage — "You remember 20% of what you see, 40% of what you hear, and 70% of what you do." In the A+ programs, regardless of the kind of question, you must type the answer to each question and this "doing" will greatly increase your ability to recall the information. If you give an incorrect answer, the program allows you two more chances before showing the correct answer.
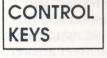
Letter Lightning

Every time you complete a new lesson, you are given the chance to play the "Letter Lightning" game. Pull the handle, spin the wheels and choose a letter. Then try to solve the word puzzle of a person, place, phrase, or common saying that is relevant to the program's educational content.

Each time you complete a lesson, or review one you had completed already, the program will keep a record of your most recent score for the lesson. When you start the program, you have a choice of whether or not you wish to see your scores for each lesson.

This package includes:
- 1 program disk
- 1 User's Manual
- Warranty card

Hardware Require-ments

These programs run on **Apple**®, **IBM**®, **Tandy**®, and **MS DOS**® computers with the following equipment:

Apple IIe/c/GS
- 128K RAM
- Disk Drive
- Printer (optional)

IBM/Tandy/MS DOS
- MS DOS 2.0 or higher
- 256K RAM
- Disk Drive
- Color Monitor (CGA, EGA, VGA) or Monochrome Monitor with Hercules or 100% Hercules compatible Graphics Adaptor

CONTROL KEYS

General

- Make a selection in a window

- Confirms a choice

- Deletes the last character

- Deletes a name in the students' list

- Lets you exit

- Calls up an information window

CONTROL KEYS

In the Lessons

Control **O** • Shows the correct answer

$ • (Shift 4) Lets you "buy" a letter

/ • Calls up the special characters in the Foreign Language programs

In LETTER LIGHTNING

S • Lets you SPIN the letter wheels

N • Lets you continue with NEXT lesson

G • If you wish to GIVE the solution

Spacebar • Stops the spinning

Control **E** • Calls up the English translation of the proverbs in the Foreign Language programs

In the Editing Session

↵ • To go to the next line when typing in the question

Esc • Use to finish a question or answer

Control **Q** • Lets you exit the editing session WITHOUT saving the lesson

Control **Z** • Clears a question or answer

/ • Calls up the special characters in the Foreign Language programs

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LOADING INSTRUCTIONS:

IBM
1. Turn on your computer and boot with DOS version 2.0 or higher.
2. Put the A+ disk in drive A. (If you boot from a hard disk, type A:) At the A> prompt type:
   RUNAEC
   and press RETURN. The program will first ask you what type of graphics card you have. Press **F1** or **F2**, according to the card in your computer.
3. If you wish to copy the A+ disk onto your hard disk:
   - Create a subdirectory on your hard disk with the MD command (for example **MD AEC**)
   - Change directories to the newly created one (**CD AEC**)
   - Put the A+ disk in drive A and copy all its files to the subdirectory on your hard disk (**COPY A:*.***)

IMPORTANT

> **KEEP THE A+ PROGRAM DISK IN DRIVE A EVERY TIME YOU START THE PROGRAM. After the students' list has appeared, you may remove the key disk from drive A.**

APPLE IIe/ c/GS
1. Put the A+ disk in the disk drive and close the door of the drive.
2. Turn on your computer and monitor. The program will start in a few moments.

IMPORTANT

> **Do not put a write-protect label on the disk and do not remove the disk from the drive until the program tells you that the session is over. This way, you will be sure that your progress has been saved correctly.**

PRINTER OPTIONS

IBM: The A+ series allows you to print out questions on most parallel printers.

APPLE: You can use your Imagewriter or equivalent to print out the questions.

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Students' List

After booting up the program, you see a title screen that tells you which program in the series you are now using. This is followed by an empty list for students' names. The first time you use the software, choose an empty space with the Up and Down Arrow keys; then press **RETURN**. The program will ask you for your first and last names. Your name and progress will be saved to disk at the end of each session. When you return to the program later, you will see your name in the list of students. At that point you just select your name by using the Arrow keys and pressing **RETURN**.

You may delete and replace a name from the students' list, but be sure to consult the person in question! Use the Up or Down Arrow keys to select a name; then press the **Delete** key. The program will then ask you for a new name. NOTE: You must put in a new name after deleting one.

Choices

A second menu appears that lets you turn sound on or off. Use the Arrow keys and the **RETURN** key to make your choice. In the IBM version, this is followed by another menu with a choice of Color or Green Monitors. Use the same keys as before to select your options.

The final menu lets you choose whether or not to display your most recent score on each of the lessons in the lesson directory.

Main Menu

A menu appears with five options:
- INFO
- USE THE PROGRAM
- CREATE NEW LESSONS
- PRINT QUESTIONS
- EXIT PROGRAM

Use the Up and Down Arrow keys and the **RETURN** key to make your choice.

HOW TO USE THE A+ SERIES (The Main Menu)

Info

When you select Info, you will see a menu with three choices of information: the Lessons, the Editor or Letter Lightning. Choose whichever you wish to get help about.

While you are doing a lesson, working with the editor or in Letter Lightning, you may call up the same information by holding down the **Control** key and pressing the **I** key.

Using the Program

Your challenge in each program is to answer all questions in each lesson correctly. You gather points with correct answers and can use these points in the reward game, LETTER LIGHTNING. The following is an outline of the general process:

1. After choosing the Use the Program option, you will see a lesson menu with the first 15 lessons. Press the **Spacebar** and you will see the next 15 lessons; press **Spacebar** again and the final 15 appear. The last 10 lessons, 36-45, are blank. These are available for you to create your own lessons. (See the section "Create New Lessons" in this manual.) Use the Up and Down Arrow keys and **RETURN** to select a lesson. Particularly in the Foreign Language programs, the lessons become increasingly more difficult. You may want to start at the beginning.

2. Once in the lesson you will see the following screen:

```
┌─────────────────────────────────────┐
│  ┌──────┐ Bonjour !      ┌──────┐ 10 │
│  Greetings and Salutations           │
│  ┌─────────────────────────────────┐ │
│  │ Type the correct answer:        │ │
│  └─────────────────────────────────┘ │
│  ┌─────────────────────────────────┐ │
│  │ Good morning, (Miss) Dumas.     │ │
│  └─────────────────────────────────┘ │
│  ┌──────────────┐ ┌──────────────┐   │
│  │ Maman        │ │ Madame       │   │
│  ┌──────────────┐ ┌──────────────┐   │
│  │ Mademoiselle │ │ Monsieur     │   │
│  └──────────────┘ └──────────────┘   │
│  ● ! Buy ↑ ●   Try !   Points to get  10 │
│  Choose and type in the answer        │
└─────────────────────────────────────┘
```

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Using the Program

The lesson subject is described in the box at the top of the screen. Just below that you may see a line that explains the subject a little more. Under the prompt line you see a question or statement. If you have a multiple choice question, you will see four possible answers in the four boxes below the sentence. If the answer is of the fill-in-the-blank nature, these boxes will remain empty.

At the bottom of the screen you see from left to right: # of question you are on (1-10)
$ how many letters you can "buy"
# of tries on the question shown (1-3)
# of points you can earn with a coreect answer
# of points earned in this lesson so far

In the top right corner of the screen you see your total score so far, not counting the points you have earned in the lesson that you are currently doing. After the lesson has been completed, the lesson score (indicated in the bottom right box) will be added to your total score. If you exit the lesson without finishing, these lesson points will not be added to your total score.

3. Type in your answer and press **RETURN.** Note that in the multiple choice option you will need to type the answer in full! If the answer is of the fill-in-the-blank kind, you may be allowed to "buy" a letter. The number of letters you can buy is indicated at the bottom of the screen. Press the $ key (**Shift+4** keys) and you will see a letter in the answer window. Each letter you "buy" costs you 1 point.

You have three tries to get the right answer. After that the program shows you the correct answer. Study it, because the question will return later on. Points decrease at consecutive attempts. If you have no idea what the correct answer is, hold down the **Control** key and press the **O** key.

Using the Program

The correct answer will be shown in the answer window, but no points will be rewarded and the question will reappear later on.

After presenting all 10 questions, the program will repeat those that have not been answered correctly. <u>Only when you have answered all 10 questions correctly</u> will the lesson be completed and your lesson points added to the total score at the top of the screen.

If you want to leave the lesson in midstream, press the **ESC** key. However, the points for that particular lesson will not be credited to your total score.

FOREIGN LANGUAGE BULLETIN

In the foreign language programs the questions and answers will appear with the foreign character accents. You may answer without giving the accents. For example, if in French Vocabulary the answer is 'garçon', you only need to type 'garcon' or for the German führen you just type fuhren. If you want to do it absolutely right, you can supply the correct accents by pressing the ' / ' key. A menu with the accented characters will appear. By using the Up and Down Arrow keys and RE-TURN, you can select a character, which will then appear up in the answer window.

NOTE!: In the German programs you must use upper and lower case correctly!

4. After completing a new lesson you will go to the reward game LETTER LIGHTNING. If you have repeated a lesson, you will be taken back to the lesson menu. Your lesson points, however, will be added to your total score.

5. In LETTER LIGHTNING you see a series of dashes and a letter machine with three blank windows. Each dash represents a letter in a phrase, quotation or saying that is relevant to the

Using the Program

material being covered. In French Vocabulary or Grammar the phrase might be a French proverb or a famous French person; in U.S. History it could be a historical quote from a famous American. Your challenge is to fill in the letters and eventually to find the solution to the puzzle.

You first spin the slot machine letters by pressing the **S** key. Every spin costs 20 points. Stop the spinning by pressing the **Spacebar**. You will then see three letters, one of which fits the phrase. Choose one of the three by pressing the appropriate letter on the keyboard. If the letter fits it will show up in the right place or places. Incorrect letters will be listed at the bottom of the screen. You can continue spinning and choosing as long as you have points to do so.

In the Foreign Language programs the proverbs or sayings will be in that language. If you need a little help in understanding the phrase, you may call up its English translation by holding down the **Control** key and pressing the **E** key. This help will cost you 10 points, but they're worth it. There is no help, if the puzzle is of a person or place.

If you think you know the answer, press the **G** key. Fill in the blanks as the cursor moves you through the leftover dashes. If you want to change a letter, press the **Backspace** or **Delete** key to correct. After the last letter has been filled in, the program waits for you to press the **RE-TURN** key. It will then tell you if your solution is correct. If you are right, you will be told so. The next time you will receive a new challenge! After **(G)**uessing the phrase, you are automatically taken back to the lesson menu and your next lesson.

If you want to go on to the next lesson without giving the solution yet — to get more points perhaps — press the **N** key. If you want to get out of the program session altogether, press the **Esc** key. 9

6. The checkmarks show you which lessons have been completed. If you have chosen to see your scores, they will appear after the lesson name.

Create New Lessons

This option allows you to add 10 more lessons to the program. You may only use lessons 36-45 for your own lessons.

When you choose this option, the lesson menu will appear. Choose lesson 36-45. If you wish to make any changes to a lesson you have created earlier, you may do so.

After selecting a lesson, you will be taken through each of the 10 questions and answers. The program will ask you to type in a question or answer, if none are available yet. Or it will ask you if you wish to edit an existing question. Just look at the bottom of the screen for prompts. Answer the prompts with either 'Y' or 'N'.

Entering Questions

The maximum size for a question is 4 lines of 30 characters each. The window that appears to type in your question shows the limits of the size. If a word seems longer than the line, press **RE-TURN** to go on to then next line. Use **Backspace** or **Delete** to erase the last letter displayed. Press the **Esc** key when you are done with the question.

Correct Answer

Always type the correct answer first. The order of the answers will appear randomly in the actual program. The answer can be up to 18 characters long. The size of the window will indicate the limits. Press the **Esc** key when you are done.

Multiple Choice

If you want to give a multiple choice series of answers, fill in the next three (incorrect) answers in the same way you typed in the correct answer. Press **Esc** again after each option. Be aware that

once you have given a second answer, the question in the lesson will appear as multiple choice.

Fill-in-the-Blank	If you want to create a fill-in-the-blank answer, type only the correct answer. When the program asks you for the second, third and fourth (optional) answers, just press the **Esc** key each time.

When you have finished a set of question and answer(s), the program will ask you if everything is OK. Answer **Y** or **N**. If No, the process will be repeated.

Editing Existing Questions	If a question or answer already exists and you wish to edit it, its text will appear in the editing window. At that point you can erase the text and start from scratch by holding down the **Control** key and pressing the **Z** key (zap!). Or you can use the the **Backspace** or **Delete** key to make minor corrections. If you want to keep the text as is, just press the **Esc** key.

Lesson Name, Prompt, Hint and Subject	After 10 questions, the program will ask you for a lesson name, if this is a new lesson. This name will now appear in the lesson menu. If it is a lesson you had created before and are now modifying, it will keep the name you had originally given. After the lesson name, you are asked for the subject (for example in French Vocabulary: "Bonjour!") the hint ("Greetings and Salutations") and the prompt ("Type the correct answer:"). Look at the screen display on page 6 in this manual to see where each of these appear. Again, you are asked to make corrections if you so wish.

At the end of the editing session the program saves the lesson on the disk. You or anyone else can now use this lesson in the overall program.

Exit
Without
Saving

NOTE: If you make a mistake or just want to abandon the editing session without saving anything to disk, hold down the **Control** key and press the **9** key to exit. None of your editing will be saved to the disk.

Print Questions

This option allows you to print out the questions in each lesson. When you choose this option, the lesson menu appears. First make sure that your printer is ready to go and the paper is set to the top of a page.

Select a lesson with the Up and Down Arrow keys (or **Spacebar** for the next set of lessons) and the **RETURN** key. The program will then print out the Subject of the lesson and the prompt, followed by the 10 questions.

NOTE: In the Foreign Language program the special characters will be printed without accents. You can use this as an exercise for the students to mark the appropriate accents.

Exit

When you choose the exit option, your status and progress will be saved on the disk. After that you may exit the program. Just follow the prompts on the screen.

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